

**ALLEGHENY INTERMEDIATE UNIT  
ALTERNATIVE EDUCATION PROGRAM**

**POSITION DESCRIPTION**

**POSITION TITLE:** Every Day Substitute Alternative Education Teacher

**QUALIFICATIONS:**

1. Valid PA certification in a secondary content area required.
2. Valid PA certification in Special Education preferred.
3. Experience working with alternative education students.
4. Valid PA driver's license required.

**REPORTS TO:** AEP Administrators

**ACCOUNTABILITY OBJECTIVE:**

To provide teaching coverage to Alternative Education Program sites.

**PRINCIPAL ACCOUNTABILITIES:**

1. Cover classrooms.
2. Participate in staff meetings.
3. Demonstrate an understanding of alternative education curriculum and the ability to make adaptations and modifications to meet individual needs.
4. Establish positive relationships with community partners by familiarizing and respecting the unique rules of each community setting.
5. Perform related duties as assigned by supervisor.

**PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this job, the employee is walking and standing. The employee may frequently bend or twist at the neck and back while performing the duties of this job. The employee may be required to execute a passive restraint. Specific vision by this job includes peripheral vision and close vision such as to read typewritten material. The employee may occasionally lift up to 25 pounds such as teaching equipment and instructional materials. Employees must know all state and federal regulations that pertain to special education.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety and well-being of students.

Skills most widely used:

- Decision making strategies
- Conflict resolution strategies
- Problem solving
- Leadership skills

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

**TERMS OF EMPLOYMENT:** The position of an Every Day Substitute is long-term (i.e., 190 days over a 12 month stretch calendar). The Every Day Substitute will be called each morning and given an assignment for that day. The assignment will depend on what classes need coverage.

APPROVED BY THE SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY THE INCUMBENT: \_\_\_\_\_ DATE: \_\_\_\_\_